



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CONSTRUCTION INSPECTOR
SENIOR CONSTRUCTION INSPECTOR

Class No. 003510
Class No. 003511

■ CLASSIFICATION PURPOSE

To inspect and/or review the work of general contractors and sub-contractors for compliance of approved plans, specifications, and building codes for new and remodeled county facilities; ensure quality control and adherence to acceptable standards; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Construction Inspector class series is allocated to the Department of General Services. Positions in this series differ from the Building Inspector classes in that the latter inspects construction of contractors building non-County structures for compliance to building codes.

Construction Inspector:

This is the journey-level class of the series. This class differs from the next higher class, Senior Construction Inspector, in that the latter has supervisory responsibilities.

Senior Construction Inspector:

This class provides first-line supervision to subordinate Construction Inspectors in determining if county building construction work complies with approved plans and specifications.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Construction Inspector:

Essential Functions:

1. Conducts field inspection of county-owned and operated facilities during new construction, alteration, or remodeling to ensure compliance with approved plans and specifications, quality of materials, workmanship, building layout, foundations, structural framing, finishes, decoration, finish grading, paving, and landscaping.
2. Evaluates construction and installation of all types of mechanical and electrical equipment.
3. Observes, tests and collects samples.
4. Assists architects, project managers, and contractors in resolving construction issues.
5. Assist with claims analysis and resolution.
6. Prepares inspection reports.
7. Recommends monthly progress payments based on completed work.
8. Recommends final inspections and acceptance of project work.
9. Conducts American with Disability Act (ADA) evaluations of existing, new, and renovated county buildings.
10. Reviews submittals for compliance with project specifications.
11. Provides assistance in interpreting current codes and standards.

12. Prepares punch list.
13. Conducts storm water compliance inspections.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Construction Inspector:

Essential Functions:

1. Plans, directs, coordinates, assigns, trains, and evaluates the work of Construction Inspectors and support staff.
2. Assures adherence of general contractors and sub-contractors to plans and specifications in scope and quality of work and materials used.
3. Provides interpretation on constructions issues.
4. Evaluates, approves, and updates methods and procedures of inspections.
5. Evaluates and assists in the design of projects in compliance with ADA standards.
6. Reviews work progress reports and payment reports.
7. Reviews Best Management Practices (BMPs) for storm water projects.
8. Approves final inspection and acceptance of project work.
9. Issues CoFO (Certificate of Occupancy) to completed facilities.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- The relationship of the California Administrative Code (CAC) and building construction.
- Local building, mechanical, plumbing, electrical, and fire codes including definite techniques of researching and interpreting codes.
- Methodology, analysis, and interpretation of construction scheduling.
- All Uniform Building Code (UBC) types of construction and occupancy groups, including energy, seismic and security requirements.
- The fundamentals of architectural, mechanical, electrical, plumbing and structural systems.
- Building maintenance techniques and requirements including warranty and guarantee administration.
- Structural principles, building materials technology, and construction practices and techniques.
- American with Disabilities Act (ADA) Standards.
- Storm water programs.
- County customer service objectives and strategies.

Senior Construction Inspector: (in addition to the above):

- Supervision and training principles, methods, and techniques.
- The General Management System in principle and in practice.

Skills and Abilities to:

The following apply to both classes:

- Compute time estimates, material requirements and costs as they relate to construction process.
- Analyze and interpret building and site plans, specifications, details, symbols, and construction drawings.
- Apply the principles and practices of negotiation and communication in construction observation and inspection.
- Ensure construction projects comply with local building, plumbing, and electrical codes.
- Effectively communicate orally and in writing, technical information and decisions to contractors, architects, engineers, and the public.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.

- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Construction Inspector (in addition to the above):

- Plan, organize, direct, assign, train, and evaluate the work of subordinate Inspectors and support staff.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Construction Inspector

1. Three (3) years of building work enforcing municipal, county, or state building codes; OR
2. Three (3) years of inspection work requiring the application of construction standards and building codes and interpretation of approved plans and specifications; OR
3. Five (5) years of work as a construction trade journeyman or building maintenance specialist AND at least 60 hours of formal education in construction technology.

Senior Construction Inspector

1. One (1) year of experience as a Construction Inspector with the County of San Diego; OR
2. Four (4) years of building inspection work enforcing municipal, county, or state building codes for new or remodeled construction projects; OR,
3. Four (4) years of experience in inspection work requiring the application of construction standards/technology and building codes and interpretation of approved plans and specifications.

Note: Previous experience must have included supervisory responsibilities in planning and directing the work of inspectors.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

While performing the duty of this job, the employee is frequently required to sit for extended periods, stand, walk, kneel, crouch, and stoop on erratically moving surfaces. Normal manual dexterity and eye-hand coordination are required in operating equipment and vehicle.

Incumbents in these classes climb ladders and scaffolding, lift concrete and steel samples, and must be physically able to traverse throughout construction sites and/or confined spaces.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

A valid Building Inspector certificate issued by the International Conference of Building Officials (ICBO) and/or the International Code Council (ICC) at the time of appointment.

Working Conditions

Incumbents are exposed to all types of weather conditions, welding fumes, dust, loud and sudden noises, and other conditions typical of a construction site. Incumbents are required to wear a hard hat for protection from falling objects and frequently drive from site to site.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: May 8, 1962 (Construction Inspector)
November 7, 1979 (Senior Construction Inspector)
Revised: March 19, 2003
Reviewed: Spring 2004
Revised: March 31, 2006

Construction Inspector (Class No. 003510)
Senior Construction Inspector (Class No. 003511)

Union Code: CM
Union Code: MM

Variable Entry: Y
Variable Entry: Y